

State of Hawaii
Department of Human Services
Benefit, Employment & Support Services Division
Child Care Program Office

Request for Proposals

HMS-302-11-06-S

Child Care Provider Registry

March 30, 2011

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.




STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

March 30, 2011

MEMORANDUM

To: All Interested Applicants

From: Patricia McManaman, Director 

SUBJECT: Child Care Provider Registry
Request For Proposals (RFP) HMS-302-11-06-S

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Child Care Program Office (CCPO), is requesting proposals from qualified applicants to assist the department in: 1) reviewing and evaluating educational qualifications of staff who are currently employed, or may be hired, in statewide DHS licensed child care facilities; 2) registering the information collected in the DHS electronic system; and 3) providing consultation to individuals to promote professional development in the field of early childhood education.

The initial contract term will be from **July 1, 2011 through June 30, 2012**. The State, at its option, may extend the Agreement in writing, for four (4) additional State fiscal year periods, not to exceed June 30, 2016. The DHS will award one contract under this RFP.

The RFP provides information to assist applicants in the preparation of proposals and a budget, including: 1) a description of the services sought; 2) the requirements to be met by the organization selected to provide the service; 3) the criteria by which qualifying proposals shall be reviewed/rated; and 4) the criteria for monitoring/evaluating the services. Applicants are to address all parts of the RFP. Proposals shall be mailed and postmarked by the United States Postal Service on or before **May 4, 2011**, or hand delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **May 4, 2011**, to the DHS-Child Care Program Office at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813. All mail-ins postmarked after 12:00 midnight (including courier mail) later than 4:30 p.m. HST, on **May 4, 2011** or hand delivered after the **May 4, 2011** deadline will not be accepted.

The Child Care Program Office will conduct an **orientation on April 6, 2011 from 2:00 p.m. to 4:00 p.m. HST**, at the DHS-CCPO, 820 Mililani Street, Suite 606, Conference Room 2, Honolulu, Hawaii, 96813. All prospective applicants are encouraged to attend the orientation.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Kathy Ochikubo at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813, telephone: (808) 586-7058, fax: (808) 586-5744, e-mail: kochikubo@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) original and three (3) copies
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ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 4, 2011** and received by the state purchasing agency no later than **10 days** from the submittal deadline.

All Mail-ins

Department of Human Services
Benefit, Employment & Support Services Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813

DHS RFP COORDINATOR

Kathy Ochikubo
Phone: (808) 586-7058
Email:
kochikubo@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 4, 2011**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **May 4, 2011**.

Drop-off Sites

Department of Human Services
Benefit, Employment & Support Services Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	03/30/2011
Distribution of RFP	03/30/2011
RFP orientation session	04/06/2011
Closing date for submission of written questions for written responses	04/13/2011
State purchasing agency's response to applicants' written questions	04/20/2011
Discussions with applicant prior to proposal submittal deadline (optional)	04/06/2011 – 04/27/2011
Proposal submittal deadline	05/04/2011
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	05/05/2011 – 05/09/2011
Provider selection	05/10/2011 – 05/11/2011
Notice of statement of findings and decision	05/12/2011 – 05/13/2011
Contract start date	07/01/2011

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

For	Click
1 Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2 RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4 Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5 Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6 Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7 Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	http://hawaii.gov/tax/ click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
11 Campaign Spending Commission	http://hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services
Benefit, Employment & Support Services Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813
Phone: (808) 586-7058 Fax: (808) 586-5744

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: April 6, 2011 **Time:** 2:00 p.m. to 4:00 p.m.
Location: 820 Mililani St., Ste. 606, Conference Room 2, Honolulu, HI

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral

questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: April 13, 2011 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: April 20, 2011

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State

certifications are listed on the Proposal Application Checklist located in Section 5.

- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
 - **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)
- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes.

Refer to this section's part II. Website Reference for HCE's website address.

- G. **Campaign Contributions by State and County Contractors.** Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- I. **Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.
- J. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or
 - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 - If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Proposals submitted via facsimile transmissions, electronic mail, website, or on computer diskettes (CDs) are not permitted.

IX. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised

proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit only the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Patricia McManaman	Name: Luanne Murakami
Title: Director	Title: Acting Division Administrator
Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339	Mailing Address: 820 Mililani Street, Suite 606 Honolulu, HI 96813
Business Address: 1390 Miller Street Honolulu, HI 96813	Business Address: 820 Mililani Street, Suite 606 Honolulu, HI 96813

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The State of Hawaii's Department of Human Services (DHS) is the State's Lead Agency for the federal Child Care and Development Fund (CCDF) Block Grant. The purpose of the CCDF is to increase the availability, affordability, and quality of child care settings.

Nationally, there is an increase in the focus on the professional development of staff in the early childhood field. Also, through federal funding, organizations are provided grants to research the education and training requirements for staff at licensed child care facilities for each state in order to do a comparison and offer guidelines about ideal requirements.

Higher education and training standards for staff who work with young children has been identified as an indicator of increased quality in child care settings. This RFP seeks to establish a Child Care Provider Registry that: 1) standardizes how credentials are reviewed within our state for DHS child care licensing purposes; 2) promotes professional development by encouraging early childhood practitioners to continue with their education and training; and 3) captures data about the qualifications of early childhood practitioners within our State. Capturing this information will assist the State in providing data for national surveys as well as to evaluate the progress of professional development efforts in our State.

B. Planning activities conducted in preparation for this RFP

Planning for this service included the following: a review of the existing service; comments received from the contractor and stakeholders about strengths and weaknesses of the service throughout the previous contract period; discussion with members of the DHS State Child Care Advisory Committee; and comments received from the Request For Information (RFI).

C. Description of the goals of the service

The goals of this service are as follows:

1. Support the DHS child care licensing program through evaluation of educational and experience qualifications of all staff that are employed, or interested in employment, at a DHS licensed child care center that provides care for children up to 5 years old, and will be

included in the staff-child ratios at the center.

2. Provide consistent evaluation of educational and training documents.
3. Promote professional development of those in the early childhood field by introducing early childhood education and care professionals to the "ASK Core Areas" and "Framework for Early Childhood Education Practitioners", developed by the Hawaii Careers with Young Children (HCYC), to be used as an evaluation tool for staff performance and to create individualized or program training plans.
4. Increase the number of individuals who seek to engage in additional training or obtain higher education.
5. Capture data about the education and training of staff in DHS licensed child care facilities that care for children up to 5 years old.

D. Description of the target population to be served

Services will be provided to all individuals who are employed at, or considering employment with, a DHS licensed child care center that cares for children up to 5 years old. The approximate numbers of individual caregivers currently employed in DHS licensed child care centers is 5500.

E. Geographic coverage of service

This service will be available on a statewide basis.

F. Probable funding amounts, source, and period of availability

A maximum amount of \$275,000 in federal funding is available for the initial contract period of July 1, 2011 to June 30, 2012. A maximum amount of \$275,000 in federal funds is allocated for each additional 12-month period, not to exceed June 30, 2016.

The total allocation of funds is subject to a determination of satisfactory performance and the appropriation and availability of funds, and it may be terminated without liability to either the purchasing agency or the contracted organization in the event funds are not appropriated or available.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The contracted organization shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services, which

can be found in the Hawaii State Procurement Office (SPO) website (See Section 5, Proposal Application Checklist, for the website address).

2. The contracted organization shall ensure the continuity of service activities in the event of the staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. Also, the contracted organization shall not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.
3. When a disagreement arises between the contracted organization and the DHS regarding the performance of specific service activities within the contracted specifications, the wishes of the DHS shall prevail. Failure on the part of the contracted organization to comply shall be deemed cause for corrective action and subject to contractual remedies.

B. Secondary purchaser participation
(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases – None.

C. Multiple or alternate proposals check one
(Refer to HAR Section 3-143-605)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded check one
(Refer to HAR Section 3-143-206)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards: Not applicable.

E. Single or multi-term contracts to be awarded check one
(Refer to HAR Section 3-149-302)

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: July 1, 2011 to June 30, 2012

Length of each extension: twelve (12) months

Number of possible extensions: Four (4)

Maximum length of contract : Five (5) years, not to exceed June 30, 2016

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for contract extensions: The contract for the proposed services may be extended without the necessity of re-bidding, subject to appropriation and availability of funds to DHS, community need, and the State's determination of satisfactory performance of the contracted organization, or unless this Agreement is terminated. The option to extend the service will be offered in writing by the DHS, prior to the expiration of the contract. No supplementary agreement shall be binding upon the DHS until the agreement has been fully and properly executed by all parties thereto prior to the start date of agreement. The contracted organization shall not provide any services until the agreement is fully and properly executed.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Contact person:

Kathy Ochikubo

Phone: (808) 586-7058

Email: kochikubo@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

The Child Care Provider Registry is a service that is currently provided to all individuals who are currently employed at, or interested in employment at, DHS licensed preschools or infant and toddler centers. All staff who are used to meet the staff-child ratios in DHS licensed preschools and infant/toddler centers shall be required to submit their education and training information to the Child Care Provider Registry for determination of the position the individual qualifies for according to the Hawaii Administrative Rules (HAR) §17-892.1 and/or §17-895.

Applicants for the Child Care Provider Registry can also voluntarily choose to have the Child Care Provider Registry evaluate their education and training in order to determine what HCYC framework level they qualify for. The HCYC, comprised of representatives from public and private organizations that have an interest in increasing early childhood education and care, developed a "Framework for Early Care and Education Practitioners" which assigns different levels based on an

individual's education and training, and "ASK Core Areas" which is used to determine an individual's training needs. This framework can be used to mark the progress of an individual toward their own personal goals within the early childhood field.

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. Creation and dissemination of materials for the Child Care Provider Registry

The contracted organization shall provide all individuals who apply with the Child Care Provider Registry, upon request, with a copy of the HCYC "Framework for Early Care and Education Practitioners" and "ASK Core Areas". Both documents can be found on the PATCH website (www.patchhawaii.org) as this organization is the current contractor for the HCYC Registry.

Also, when creating documents and forms for the Child Care Provider Registry, the contracted organization shall be required to utilize the HCYC logo on those forms and documents.

2. Review and evaluate educational, training, and experience qualifications

The contracted organization is responsible for determination of the position that an individual is eligible to hold in a DHS licensed child care center, in accordance with the HAR §17-892.1 and §17-895, based on the documents submitted by the applicant.

Determination of the framework level that an individual qualifies for shall be based on the HCYC "Framework for Early Care and Education Practitioners". Any amendments to the document by the HCYC shall be shared with the Child Care Provider Registry and implemented in the evaluation for purposes of assigning a framework level.

A Registry Approval Panel shall be formed to review documentation submitted by applicants in order to make recommendations about what position an individual qualifies for as well as for determination of framework levels, when there is information provided that cannot be easily processed and evaluated, or the Registry applicant requests an appeal of the Registry evaluation of their information. The Registry Approval Panel shall consist of at least 3 individuals, one from DHS and two individuals recommended by the HCYC. The DHS reserves the right to issue final approval of the Registry Approval Panel

members. The HCYC shall determine the length of time that their designees shall serve on the Registry Approval Panel.

The DHS reserves the right to issue final decisions on all evaluations made for the purpose of evaluating eligibility for positions in DHS licensed child care centers.

A Registry card with the HCYC logo shall be issued to all Registry applicants indicating the position that the Registry applicant qualifies for according to the licensing rules and the framework level they qualify for. The Registry card shall include expiration dates only for individuals who possess a Child Development Associate (CDA) credential and those employed at infant/toddler centers and have additional training requirements to fulfill.

3. Provide consultation to all applicants

The contracted organization shall provide consultation to all Registry applicants for the purpose of guiding individuals to gain additional education and/or training that may provide promotional opportunities in the early childhood field.

Also, the contracted organization shall utilize the “Framework for Early Care and Education Practitioners” and “ASK Core Areas” as resources to provide consultation to individuals about their training needs and professional goals.

4. Maintain the established Registry database

The DHS has an electronic system known as HANA (Hawaii Automated Network for Assistance) that currently houses information on all staff at DHS licensed child care centers for the Child Care Provider Registry. The DHS will provide training to the contracted organization to utilize HANA in order to continue to capture pertinent information on all applicants.

The database includes the following information:

- a. The Registry applicant’s name and other identifying information;
- b. The Registry applicant’s educational information (i.e. the university or college attended, the date the degree was awarded, the type of degree obtained, and the specific credits used to meet the early childhood education criteria specified in the licensing rules);

- c. The Registry applicant's training received through workshops, classes, etc.;
- d. The name of the facility the Registry applicant is employed at and type of care that the employer provides;
- e. The position the Registry applicant qualifies for as determined by the Child Care Provider Registry;
- f. The position the Registry applicant currently holds at the DHS licensed child care facility; and
- g. The Registry applicant's framework level.

The contracted organization will utilize the card printer that interacts with HANA to produce the Registry cards and will maintain a supply of the cards needed for printing.

5. Maintenance of case records

Since the Child Care Provider Registry is a current service, and there are existing case records for all who have applied, the contracted organization will be responsible to maintain those existing case records as well as create new case records for new applicants. All records shall be kept in a manner that insures confidentiality.

The case record for each applicant shall minimally include: the completed Child Care Provider Registry application, supporting documents of education and training, how the determination was made as to the position an applicant qualifies for according to the DHS child care licensing rules, and documentation of decisions made by the Registry Approval Panel.

Digital imaging of hard copy case record documents is allowed. The contractor shall propose procedures on how electronic files will be maintained and secured and how the files will be returned to DHS once the contracted services end.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The contracted organization shall recruit, hire, train, and supervise the necessary staff to operate the Child Care Provider Registry. The contracted organization shall also have written position descriptions, requirements and qualifications, policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised.

The contracted organization must ensure and be responsible for the continuity of service activities in the event of staff illness, medical

emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The contracted organization shall not require nor depend on the DHS staff to provide service activities in the event that program resources are not available due to the above situations.

2. Administrative

Equipment. The contracted organization shall be responsible to purchase or lease, with the available funding, all necessary furniture and equipment needed to perform the services. Allowed purchases or leases may include chairs, file cabinets, copiers, facsimile machines, mail meter, and desk telephones for staff.

All equipment purchased with contract funds under this agreement including items of personal property, as distinguished from real property, that has an acquisition cost of \$250 or more per item and with an expected life of more than one year, shall remain the property of the DHS. All equipment purchased with contract funds must have prior approval from the DHS before purchase to be allowable. Following the final agreement period, all equipment shall be reported in the final report to the DHS and the contracted organization shall transfer possession of equipment under this agreement to the DHS.

The Registry card printer provided includes the card printer, a cleaning kit, printer ribbons, and plastic cards. The contracted organization shall maintain the printer in accordance with the manufacturer's instructions, and maintain a supply of blank cards to print Registry cards for new applicants or for updating information on existing participants.

Computers may also be purchased, but must have prior approval and meet any DHS specifications before purchase to be allowable.

The DHS shall provide access to the HANA system via VPN through the contracted organization's own browser. The computer must be imaged through the DHS in order to accommodate this.

Other costs. Funding is also available for office supplies, office space rent, telephone installation and maintenance, and repair and maintenance of equipment.

Allowable costs. The contracted organization shall include salaries and fringe benefits attributable to the operation of this project. "Cost Principles" from the SPO are to be used as a guide for projected expenses and are found on the SPO website (see Section 1, part II, Website Reference for the address). These represent guidelines in determining

which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and reimbursements requiring verification and documentation.

Staffing. The contracted organization shall be responsible to ensure appropriate staffing at all times during normal State operating hours.

Meetings with DHS staff. The contracted organization, upon request of the DHS, shall meet with representatives of the DHS to discuss the progress of the project.

Audit report. The contracted organization shall be required to provide an annual internal financial audit report following the A-133 requirements.

Disagreements. When a disagreement between the contracted organization and the DHS arises regarding the service provided, the wishes of DHS shall prevail. Failure to comply on the part of the contracted organization shall be deemed cause for corrective action and is subject to contractual remedies.

3. Quality assurance and evaluation specifications

Records. The contracted organization shall be responsible for keeping comprehensive records of all expenditures, available for monitoring by DHS staff or designees. These records shall include, but are not limited to:

- a) Copies of approved purchase orders signed by the appropriate authority;
- b) Copies of invoices, packing slips, receipts, credit/debit memos and other vendor documents;
- c) Other appropriate internal accounting statements and reconciliation schedules.

The contracted organization shall be responsible for keeping comprehensive program records available for monitoring by DHS staff. Monitoring will consist of comparing reported data with applicant's documents used to summarize data. These records shall include, but are not limited to:

- a) Personnel files;
- b) Notes of staff meetings and training; and
- c) Documentation of the various service activities.

Evaluation will consist of comparing projected objectives with outcome performance and analyzing factors that produced those results.

Quality assurance plan. The contracted organization shall have a written quality assurance plan that includes the following:

- a) Procedures to monitor administrative and program operations;
- b) Appropriate determinations of Registry applicants' qualifications;
- c) Fiscal administration and costs for compliance with all requirements;
- d) Procedures to determine whether the target group receives consistent, high quality services;
- e) Identification of the roles and responsibilities for on-going monitoring of the overall services provided.

Evaluation of performance. The contracted organization shall have a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor, and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

Contract monitoring. Annual contract monitoring by the DHS may include site visits with comprehensive evaluation of several areas of performance. These may include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, on-going contract monitoring shall include a review of required progress reports as required by the DHS, and periodic assessment of the program effectiveness.

4. Output and performance/outcome measurements

The measurements to determine the progress of this service include, but are not limited to:

- a) # of staff in licensed child care facilities that have their information captured in the Registry database;
- b) # of individuals who contact the Registry;
- c) # of individuals who call and receive professional development consultation; and
- d) # of individuals that obtain additional education or training as a result of the consultation received.

The measure of success includes, but is not limited to:

- a) At least 95% of the total numbers of staff in licensed child care facilities that have their information captured in the database;

- b) At least 95% of individuals who called and requested information to further their professional development received appropriate information;
- c) At least 60% of individuals who received consultation increased their education or training; and
- d) At least 20% of individuals who received consultation, increased their education or training, and received a promotion.

5. Experience

The contracted organization shall demonstrate a thorough understanding of the purpose and scope of this service, as well as demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services. Additional types of pertinent experience may include data entry and knowledge of data integrity, provision of consultation services, familiarity with the HCYC's ASK Core Areas and Framework, and the ability to communicate effectively with child care providers.

6. Coordination of services

The contracted organization shall be responsible for coordination and collaboration of the Child Care Provider Registry services with the DHS child care licensing staff, members of the HCYC, and staff at DHS licensed preschools and infant/toddler centers.

7. Reporting requirements for program and fiscal data

Monthly expenditure reports. The contracted organization shall submit monthly expenditure reports of the contract expenditures for the operation of the program that will serve as invoices for reimbursement. The "Subgrantee's Invoice and Expenditure Report" (SIER) shall be the official form used by the contracted organization to request funds for reimbursement for the operation of the service.

Quarterly program progress reports. The contracted organization shall submit written quarterly program progress reports to the DHS no later than thirty (30) days after the end of each calendar quarter, describing the efficiency and effectiveness of this service. Quarterly reports shall minimally include the following:

- a) An unduplicated count of Registry applicants added to the database;
- b) An unduplicated count of registry applicants that received professional development consultation;

- c) An unduplicated count of Registry applicants that provide documentation to be evaluated for the Framework level;
- d) An unduplicated count of individuals who update their Registry information;
- e) Problems encountered while providing the service; and
- f) Any other information upon the DHS' request.

Final report. The contracted organization shall submit a final written summary report of the fiscal year activities to the DHS no later than 45 calendar days after the end of the State fiscal year. This report shall include cumulative data by geographic location, a narrative summarizing the success of project activities, and recommendations to improve services for the next fiscal year.

C. Facilities

The organization selected to provide the Child Care Registry service shall have the responsibility to seek, lease, and furnish suitable facilities for the operation of the service. The service shall (minimally) be provided in a centralized location on each island, or from a central location on Oahu, and must be responsive to the needs of the public. Also describe how the facilities shall meet ADA requirements, as applicable and special equipment that may be required for the services.

IV. Compensation and Method of Payment

Pricing structure or pricing methodology to be used

The cost reimbursement pricing structure will be used. It reflects a purchase arrangement in which the State pays the organization selected to provide the services for the budgeted costs that are actually incurred in delivering the services specified in the contract, up to the stated maximum obligation. The budget amount for the operation of the services must not exceed the amount stated in the RFP. The SPO budget of the services must not exceed the amount stated in the RFP. The SPO budget forms are to be used in preparing a proposal, and are available on the SPO website (see Section 5, Proposal Application Checklist, for form numbers and Section 1, Item II Website Reference for address).

The organization selected to provide the child care registry service shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPO H-201 (effective 10/1/98), which can be found on the SPO website (see Section 1, Item II Website Reference, for address). The Cost Principles represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and requirements for verification and documentation.

Allowable costs to operate the program are reimbursable on a monthly basis after services are rendered.

The organization selected to provide the child care registry service shall abide by all the Federal regulations as legislated by Public Law 101-508, Omnibus Budget Reconciliation Act of 1990. Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, effective October 1, 1996, requires that any expenditure made or authorized by the organization selected to provide the service that is subsequently determined by the Federal government to be unallowable shall be repaid to the State or offset against any other funds to which the applicant is entitled.

Units of service and unit rate

Not applicable.

Method of compensation and payment

The organization selected to provide the child care registry service shall submit monthly expenditure reports of the contract expenditures-to-date for the operation of the program that will serve as invoices for reimbursement. The "Subgrantee's Invoice and Expenditure Report" (SIER) shall be the official form used by the organization selected to provide the child care registry service to request funds for the operation of the service.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. The applicant shall include all available contact information for this listing which should include project/contract identifying information as well as names, titles, addresses, telephone numbers, e-mail addresses, etc., of those individuals the DHS can contact for verification purposes.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall include information that describes a quality assurance plan that includes procedures to monitor: administrative and program operations appropriate determinations of Registry applicants' qualifications, fiscal administration and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services and identify roles and responsibilities for on-going monitoring.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community describing a detailed plan for coordination and collaboration of the Child Care Provider Registry services with the DHS child care licensing staff, members of the HCYC, and staff at the DHS licensed preschools and infant/toddler centers.

The applicant shall also include information about collaboration and coordination activities with agencies and organizations relevant to the service. The following information shall be included:

- a) Name and contact information for the agency;
- b) Nature of the coordination activities; and
- c) How this relationship is relevant to the proposed services in this RFP.

The State reserves the right to contact each agency named to confirm the information presented.

E. Facilities

The organization selected to provide the Child Care Registry service shall have the responsibility to seek, lease, and furnish suitable facilities for the operation of the service. The service shall (minimally) be provided in a centralized location on each island, or from a central location on Oahu, and must be responsive to the needs of the public. Also describe how the facilities shall meet ADA requirements, as applicable and special equipment that may be required for the services.

III. Project Organization and Staffing**A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

The applicant shall also describe their plans for continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for.

The applicant shall describe their plans to recruit, hire, train, and supervise the necessary staff to operate the Child Care Provider Registry. Also, the applicant shall describe their plan to ensure appropriate staffing at all times during normal State operating hours.

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. The applicant shall also provide written position descriptions, requirements and qualifications, and policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised.

B. Project Organization**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

The applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III – Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments and responsibilities, timelines, and schedules. This can include a daily, monthly, and annual calendar or schedule of activities.

The applicants shall describe their plan to:

- a) Create and disseminate materials for the Child Care Provider Registry;
- b) Review and evaluate educational, training, and experience qualifications for a position at a DHS licensed child care facility;
- c) Review and evaluate educational, training, and experience qualifications to assign a framework level;
- d) Provide consultation to all applicants;
- e) Maintain the established Registry database;
- f) Maintain case records;
- g) Provide data for output and outcome measures; and
- h) Evaluate performance of the services provided.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contracted organization for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

The purchasing agency shall consider cost proposals based on “cost type” or “pure reimbursement” pricing structures from the contract organizations that are non-profit organizations licensed to do business in the State of Hawaii.

“Cost type” involves payment of all incurred costs within a predetermined total estimated cost.

The purchasing agency shall also consider cost proposals based on “cost-plus-fixed-fee” from contracted organizations that are for-profit organizations licensed to do business in the State of Hawaii. “Cost-plus-fixed-fee” allows for payment of all incurred costs within a predetermined amount plus an agreed upon fee which will not change. **We anticipate these fees to be limited to 10% or less of the contract award. Also, these fees need to be built within the contract ceiling.** Please note, however, that the DHS reserves the right to negotiate the final amount of fixed fee within the limits discussed above.

No more than 5 percent of the aggregate amount of funds available may be expended for administrative costs in each fiscal year. Note that the term “administrative costs” do not include the costs of providing direct services.

The purchasing agency shall select the applicable cost proposals subject to the legal standing of the organization, e.g., non-profit or for-profit, and that are in the best interest of the State.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-206A	Budget Justification – Personnel: Salaries & Wages
SPO-H-206B	Budget Justification – Personnel: Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206C	Budget Justification – Travel – Inter-Island
SPO-H-206E	Budget Justification – Contractual Services: Administrative
SPO-H-206F	Budget Justification – Contractual Services: Sub-contracts
SPO-H-206G	Budget Justification – Depreciation
SPO-H-206H	Budget Justification – Program Activities
SPO-H-206I	Budget Justification – Equipment Purchases*

*Expenditures require justification and prior approval from the State.

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- a) The applicant is to submit their organization's most recent financial statements.
- b) The applicant is to submit a copy of the organization's financial policies that relate to the expenditure of funds for this service.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Each section below shall be evaluated using the following criteria:

Weighted points (0-5; 0 being the lowest points and 5 being the highest points allotted) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

- 5 = Very satisfactory
- 4 = More than satisfactory
- 3 = Satisfactory
- 2 = Less than satisfactory
- 1 = Unsatisfactory
- 0 = Not addressed (no credit given)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills relating to the delivery of the proposed services. _____
- Demonstrated abilities relating to the delivery of the proposed services. _____
- Demonstrated knowledge relating to the delivery of the proposed services. _____

B. Experience

- Description of experiences is relevant to the proposed services. _____

C. Quality Assurance and Evaluation

- There is a detailed plan to determine that each Registry application was processed timely. _____
- There is a detailed plan to determine that correct consultation was provided to each Registry applicant. _____
- There is a detailed plan to determine that Registry staff applied the correct qualification levels to each Registry applicant. _____

D. Coordination of Services

- Demonstrated a plan to coordinate and collaborate with DHS child care licensing staff. _____
- Demonstrated a plan to coordinate and collaborate with the HCYC. _____
- Demonstrated a plan to coordinate and collaborate with staff at DHS licensed preschools and infant/toddler centers. _____

E. Facilities

- Adequacy of facilities relative to the proposed services. _____
- Demonstrated a plan for the location of the facilities. _____

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- The proposed staffing pattern is reasonable to insure viability of the services. _____
- Describes in detail a plan for coverage in situations when assigned staff are unavailable. _____
- Minimum qualifications (including experience) for staff assigned to the program are reasonable to insure quality services are provided. _____

B. Project Organization

- Describes a plan for training staff relative to the delivery of the proposed services. _____
- Describes a plan for supervision of staff relative to the delivery of the proposed services. _____
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. _____

3. Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Services throughout the contract period are clearly described, including major milestones in delivery of services. _____
- Demonstrates knowledge of the HCYC "Framework for Early Care and Education Practitioners". _____
- Describes a plan to capture data for reporting performance measures. _____
- Describes a plan for information dissemination to Registry applicants. _____
- Describes a plan for documentation of consultation with Registry applicants for professional development. _____
- Describes a plan for evaluation of documentation submitted by Registry applicants. _____
- Describes a plan for maintenance of case records. _____

4. Financial (10 Points)

- Personnel costs are reasonable and comparable to positions in the community. _____
- Non-personnel costs are reasonable and adequately justified. _____
- The proposed budget supports the scope of service and requirements of the RFP. _____
- Accounting system is adequate (as indicated in most recent audit report). _____
- The financial policies for the use of funds for this project are reasonable and adequate. _____

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Proposal Table of Contents
- C. Special Conditions

Attachment A

Proposal Application Checklist

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Organizational Chart(s)			X	
Financial Policies			X	

Authorized Signature

Date

Attachment B

Sample Proposal Table of Contents

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing	7
1.	Proposed Staffing.....	7
2.	Staff Qualifications	9
B.	Project Organization	10
1.	Supervision and Training.....	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery	12
V.	Financial	20
	See Attachments for Cost Proposal	
VI.	Litigation	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements	

Attachment C

Special Conditions

Special Conditions

Insurance Coverage

The contracted organization shall comply with the following additional requirements to the General Conditions, Section 1.4 (this can be found on the SPO website):

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract, until the State certifies that the Contractor's work has been completed satisfactorily.

The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (occurrence form)	\$2,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile	Bodily injury - \$1,000,000 per person \$1,000,000 per occurrence Property damage - \$1,000,000 per accident
Professional Liability, if applicable	\$1,000,000 per claim \$2,000,000 annual aggregate

The type of insurance policy shall be on an occurrence basis, rather than claims made.

Each insurance policy required by this contract shall contain the following clauses:

1. *"The State of Hawaii is added as an additional insured with respect to operations performed for the State of Hawaii."*
2. *"It is agreed that any insurance maintained by the State of Hawaii shall apply in excess of, and not contribute with, insurance provided by this policy."*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

Automobile liability insurance shall include excess coverage for the Contractor's employees who use their own vehicles in the course of their employment.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s)

therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

The Contractor shall immediately provide written notice to the contracting department or agency should any of the insurance policies be cancelled, limited in scope, or not be renewed upon expiration.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Benefit, Employment and Support Services Division to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

Interpreter Services

The contracted organization:

- Shall provide interpreters for persons with limited English proficiency to ensure equal access to services;
- Shall notify applicants, potential applicants, and recipients of services of their right to free interpreter services;
- Is prohibited from requiring applicants, potential applicants, or clients to bring their own interpreters with them to interviews or other appointments, even though this is what they might prefer to do;
- Shall document the offer of language assistance services and whether the individual accepted or declined the services; and
- Shall submit a quarterly Limited English Proficiency (LEP) Report on a form provided by the Department that shall include at a minimum:
 - a. Number of LEP individuals who were offered language assistance services, and from that number, how many declined or required language assistance services;
 - b. Primary language spoken by each LEP person;
 - c. Type of interpreter service provided; and
 - d. Name of interpreter (and agency, if applicable).